



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHILD SUPPORT SPECIALIST IV

Job Number: 21001228

Job Code: 65160V160516

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 05/16/2016

Job Revised:

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides advanced and expert knowledge of child support policies and procedures and performs child support activities. Serves as the lead worker/subject matter expert OR conducts agency sponsored child support training OR monitors performance at a program, regional, county, branch/section, or worker level and provides advanced and expert assistance in meeting performance goals/expectations.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Three years of experience in child support enforcement.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience involving interviewing, community service work, administrative work, work dealing directly with the public and/or clerical office work will substitute for the required college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as the lead worker/subject matter expert at the Regional, Branch or Section level which duties may include assigning tasks, reviewing work, providing assistance, and identifying and addressing training needs for staff. Provides expert knowledge, analysis and reconciliation of issues relating to complex cases or business processes. Interprets child support policies and procedures for new staff, local office staff, customers, and other agencies. Utilizes system reports to monitor performance at the program, regional, county, branch/section or worker level. Provides technical assistance or training in meeting performance goals/expectations and provides input to management at the state or county level regarding program and worker performance. Develops training curriculum and conducts agency-sponsored child support training. Attends and participates in staff meetings, conferences, workshops, seminars and other activities which will provide meaningful and continuous learning opportunities. In the absence of the supervisor, serves as the office contact for case related issues and attends meetings.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.